



## TENNESSEE DEPARTMENT OF SAFETY

1150 Foster Avenue  
Nashville, Tennessee 37249-1000

PHIL BREDESEN  
GOVERNOR

GERALD F. NICELY  
COMMISSIONER

### MEMORANDUM:

TO: All THP Commissioned Employees

FROM: Commissioner Gerald F. Nicely *[Signature]*  
Colonel Mike Walker

DATE: May 18, 2006

SUBJECT: POLICY CHANGES FOR PROMOTIONAL OPPORTUNITIES TO  
THP SERGEANT OR LIEUTENANT

After much review and consideration, we are implementing changes to the promotional process for the positions of THP Sergeant and Lieutenant. Our emphasis was placed on creating a transparent promotional system. This will be accomplished by the following steps:

- Step 1. All vacant positions, along with all candidates' scores (including final earned ratings and promotional points as of the date of posting), will be posted on the Department of Safety intranet (<http://intranet.state.tn.us/safety>) and internet sites (<http://www.tennessee.gov/safety>), as well as, each District headquarters office. The list of vacancies will be posted for review for fourteen (14) calendar days. Listing will be posted as district or specialized units.
- Step 2. Transfers, within a current rank, will be given 1<sup>st</sup> consideration for any vacancy.
- Step 3. If any position is filled by a transfer, the vacancy list will be updated and only the new vacancies will be posted for an additional fourteen (14) calendar days.
- Step 4. A Statewide register will then be certified and posted for each remaining vacant district position. These positions will be posted and filled in the order of the oldest vacated position first to the most recently vacated position last. For specialized unit positions, where authorized, statewide or unit registers will also be certified and posted for remaining vacant positions in this category from oldest to most recently vacated.
- Step 5. Top applicants will be notified by the Human Resources Office for the position available. Each contacted applicant will have seven (7) calendar days to reply in writing. Once all responses have been obtained, only the top three (3) interested candidates will be interviewed.
- Step 6. The Commissioner and Colonel will be notified which candidates are to be interviewed for the vacancy. Selections will be made within the top three (3) candidates following civil service rules and regulations.
- Step 7. Interviews will be conducted by a panel consisting of Lt. Colonel, Major and District Captain or Section Head of where the vacant position exists.
- Step 8. Selections will be made by the Commissioner.

- Step 9. Those selected for promotion will be given a contingent job offer based upon a successful background and credit check.
- Step 10. All assignments will follow General Order 215; whereas, each assignment will consist of a one-year "tour of duty" before another transfer request will be considered.

Again, these changes will be put in place before the next promotional opportunities occur within the Highway Patrol for any civil service position. We look forward to implementing these new procedures within the next 30 days. Please note the following for your information and review:

- Civil Service registers will be certified by a Statewide or Unit, where authorized, Promotional List. You have the option of being considered for any vacancy statewide by completing the attached Department of Personnel Address/Legal County Change form and change your county preference to reflect "statewide" (code 99). You may also obtain this form online at: <http://www.state.in.us/personnel/Application/legalctv.pdf>.
- If you are interested in narrowing your preference to within five (5) selected counties, please use the same Department of Personnel Address/Legal County Change form to do so. However, please understand you will only be considered if the vacancy is located in one of the selected counties you indicate.
- The County Change form needs to be faxed or postmarked to the Department of Personnel no later than **June 1, 2006**. You may submit by mail to the address on the form or by fax to 615-401-7626.
- Once the vacancy list is posted and you are interested in a transfer, please complete the attached new Department of Safety Request for Transfer form. You may also obtain this form at <http://intranet.state.in.us/safety> or on the "H" drive in the HR Information Corner folder.
- The Request for Transfer form must be returned to Colonel Mike Walker's office, through your chain-of-command, for consideration by **June 1, 2006**. You must complete the new form and submit it for any current and future consideration. You will be notified upon receipt of your request. Please note that any prior transfer requests will not be considered.

As an added benefit, please be aware that you will be able to take a "virtual tour" through each step of the promotional process on both the internet and intranet. You will be able to view the initial register certified; then, the candidates interested in interviewing; followed by, the final register reflecting the candidate selected for promotion.

Good luck to each of you and if you have any further questions or concerns, please feel free to contact Human Resources at 615-251-5200.

GN/MW/KB/kh

Attachments: DOP County Change Form & DOS Request for Transfer Form